

XXXXX COLLEGE LIBRARY

COLLECTION DEVELOPMENT POLICY

MISSION STATEMENT

The XXXXX College Library aims to provide a dynamic environment to develop deep knowledge and deep understanding by supporting the development of independent learners through dynamic and creative strategies combined with services and curriculum resources of the highest quality and relevance.

The Library actively supports and promotes reading and fosters the love of literature and at the same time embraces the technological changes in information acquisition and learning, ensuring that all students are equipped with the information literacy skills required to become life-long learners.

Developed by:

XXXXX

Head of Information Services

January 2006

OVERVIEW

The XXXXX Library provides services and materials to assist staff and students of the College obtain information to meet their recreational, educational and professional needs.

Resources will include books, periodicals, newspapers, kits, videos, DVD, audiotapes, posters and prints, maps, games, computer software, and information gathering will support internet and online electronic databases

Resources will provide support to complement and extend the school curriculum and to assist the school's personnel in implementing the overall school programme. Students will be exposed to a wide range of instructional materials at varying levels of difficulty with diversity of appeal and recognising different points of view.

OBJECTIVES OF SELECTION

1. To provide library resources that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles and maturity of the students served.
2. Library resources will support and enrich the educational programme of the school and in particular the development of reading and information skills.
3. To provide library resources that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and societal standards.
4. To provide library resources on the various sides of controversial issues, so that students may develop the practice of critical analysis and informed decision-making.
5. To provide library resources representative of religious, ethnic and cultural groups and their contributions to our national heritage and to the world community.

To place principle above personal opinion, and reason above prejudice in the selection of these library resources, in order to provide a comprehensive collection of resources appropriate to our school community.

CRITERIA FOR SELECTION

- 1.** Resources shall support the general educational goals of the Queensland curriculum as well as the individual aims and objectives of XXXXX College and its specific courses.
- 2.** Library resources shall be chosen to support both the curriculum and the personal needs of library users.
- 3.** Library resources shall meet appropriate standards of quality regarding:
 - Educational significance
 - Technical presentation
 - Factual content
 - Authenticity
 - Readability
 - Utility
 - Durability
 - Artistic /literary style
 - Design
- 4.** Library resources shall be appropriate for the subject area, and for the age, ability level, learning style and social maturity level of the population for which they are selected.
- 5.** Library resources shall provide information that allow users to examine their own attitudes and behaviour and to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society.
- 6.** Library resources shall provide information on opposing sides of controversial issues so that users may develop the practice of critical analysis.
- 7.** Administration, HOD's, Teachers students and community members will be encouraged to make recommendations for purchase.
- 8.** Donated materials will be measured against the above criteria and will be accepted or rejected accordingly.

Resource selection will include the routine removal of outdated and inaccurate materials as well as the replacement of lost and worn items still of educational value.

SPECIAL FORMATS

- 1. Periodicals.** Magazines and periodicals are to supplement the book collection, especially in curriculum areas and to provide information not yet available in books because of currency.
Subscription to electronic databases, eg Electric Library will minimise periodical subscriptions.
- 2. Audio-visual materials.** Demand for these resources will increase and considerations should be given to the following criteria: cost, staff supervision required for the use of the media, replacement needs and growth of the collection.
- 3.** Electronic resources not specifically required for the use of Resource Centre will be purchased after consultation with the Information Technology Department.

CHALLENGED MATERIALS

Consideration of a Resource.

Upon receiving a complaint regarding a library resource, the school will first try to resolve the issue informally.

- 1.** The Head of Information Services will listen to complainants concerns
- 2.** The Head of Information Services will explain the school's selection procedure and criteria and the qualifications of those involved in the resource selection
- 3.** The Head of Information Services will explain the intended audience and educational use of the resource.

If the complainant wishes to proceed with a formal challenge, then they need to complete the 'Request for reconsideration of a Library item' form. It should be emphasised to the complainant that although they have the right to censor material their own children read, withdrawing material from the library means no child may have access. This would impinge on the rights of other parents. The matter will be taken to a panel comprising of The Head of Information Services, Dean of College, teacher or HOD and a member of the school parent body. The decision of this panel is final. The parents will always have the option of excluding their child from using the challenged material.

REQUEST FOR RECONSIDERATION OF A LIBRARY ITEM

Author: _____

Title: _____

Format: (Book, film, tape etc) _____

Publisher: _____

Request initiated by:

Name: _____

Address: _____

Telephone: _____

Representing: (Name of organisation, if applicable)

1. To what in the item do you object?
(Please give example, page numbers etc)

2. Is the item suitable for a different age group?

3. Is there anything good about the item?

4. Did you examine the entire item? Which parts?

5. What do you believe is the theme of this item?

6. What would you like the school to do about this item?

Do not assign it to my child _____

Withdraw it from the Resource Centre _____

Other _____

Signed: _____ Date: _____